

Insert Cover letter→

Excerpts from → Part C IAA April 2007

AHS and DOE have joint and separate responsibilities related to oversight of the Part C early intervention program. In accordance with state regulations and this Interagency Agreement, LEAs have responsibility for child find activities while host agencies have responsibility for the coordination and provision of direct services to infants, toddlers, and families found eligible for Part C services. However, LEAs or host agencies may elect to take on increased responsibilities beyond those that are required if these are clearly articulated and incorporated into the regional plans. AHS and DOE will review, through monitoring efforts, the compliance and performance of Regional Host Agencies and LEAs in maintaining and implementing regional plans.

The regional plan defines the roles of the Regional Host Agency, the LEAs, and other key partners. The Regional plan is developed by a Regional Team. The Regional Team, whose composition shall be set out in state rules in more detail, shall include representatives from the Regional Host Agency and the LEAs located within the currently established Part C regions.¹

The responsibilities of the regional team are to develop and periodically review the regional plan; to accept and attempt to resolve complaints from core teams and Individualized Family Service Plan (IFSP) teams, whose composition will be set out in state rule in more detail; and to meet quarterly, or as otherwise described in the regional plan, in order to review and advise on issues related to Part C activities in the region. Each Part C regional team shall develop, maintain and implement a regional plan that is consistent with state rules and this interagency agreement.

The regional plan must include the following:

- A. Delineation of responsibilities, including responsibilities for payment and provision of activities for public awareness, child find, initial evaluation for eligibility and program planning, early intervention services and transition to EEE or other early childhood services, as appropriate;
- B. Procedures for handling referrals and convening the core teams as appropriate to the community in which the family resides;
- C. The effective and sunset dates of the regional plan.

¹ Part C regions are defined mainly along county lines; however, some of these regions cross counties.

At a minimum, each regional plan must be agreed upon and signed by the host agency and LEAs within the region.

Evaluation planning teams (EPT), as defined in greater detail in state rules, will be comprised at a minimum of the following: family, host agency early interventionist, supervisory union representative, community resource parent, medical social worker for children with medical concerns, and other qualified personnel to carry out multidisciplinary evaluation and eligibility determinations. Upon receipt of a referral, core teams shall determine the person responsible for making the initial family visit, determine who will provide interim service coordination, develop and implement an all domain evaluation, and determine eligibility. The core team is responsible for making recommendations for the development of the IFSP.

DRAFT

Part C Regional Agreement

Contact Information Part C

To type in your response, please place your cursor in the blank box to the right of each item. If you require more room within a text box place your cursor on the bottom line of the box, click and drag downward. This will enlarge the text box.

FITP/Part C Regional Early Intervention Program (EIP) Host Agency Director			
FITP Coordinator			
Organization/Agency			
Street Address			
City/Town		Zip code	
Primary contact name and phone		Cell	
E-Mail Address		Fax	

Contact Information Part B

To type in your response, please place your cursor in the blank box to the right of each item.

Superintendent/ Director of Student Support Services			
EEE Coordinator			
Supervisory Union	SU #		
Street Address			
City		Zip code	
Primary contact name and phone		Cell	
E-Mail Address		Fax	

Part C Regional Agreement and Signature Page

This agreement in its present form or as modified shall be effective as of the date of signing and may remain in effect for up to three years. The agreement shall be reviewed annually by the parties and may be extended by the mutual written agreement of the parties. Prior to the expiration of the agreement the parties shall meet to negotiate and execute a successor agreement. In the event a successor agreement is not in place when this agreement is due to expire, this agreement will remain in effect until a successor agreement is concluded. It is recommended that once the agreement is in place, the agencies use it to guide their interactions on behalf of the Part C early intervention services system, including child find and transition during the time period of the agreement. Part C and the supervisory union shall develop this plan consistent with federal and state Part C rules and the Vermont Interagency Agreement of April 2007. The regional agreements should be signed and copied to the Part C director and the DOE EEE consultant. The Part C director and the EEE State Consultant will review the agreements and together provide technical assistance as requested or as needed to both regional FITP/Part C Early Intervention Program Host Agencies and their associated Supervisory Unions.

Part C Regional Agreement **Effective Date:** **Sunset Date:** **Annual Review Date:**

FITP/Part C Regional EIP/Host Agency Signature	Supervisory Union Representative Signature
Name:	Name:
Signature:	Signature:
Title:	Title:
Date:	Date:

To type in your response, please place your cursor in the blank box to the right of the question. If you require more room within a text box place your cursor on the bottom line of the box, click and drag downward. This will enlarge the text box.

1. Public Awareness Activities			
Activity	Regional EIP/Host Agency	Supervisory Union	Payment Responsibility
Outreach activities with primary referral sources and the public			
Other			

2. Child Find Activities			
Activity	Regional EIP/Host Agency	Supervisory Union	Payment Responsibility
Required CF announcements under IDEA			
Additional advertisements and/or promotion			
Other i.e., play-based screening			

3. Estimated number of referrals and child count data			
Activity	Regional EIP/Host Agency	Supervisory Union	Payment Responsibility
Based on most recent year's Child Count data (as of 12/1), what is your current estimate of the number of children served in Part C/FITP?			
Based on prior year's list number of monthly referrals, what is the expected number of monthly referrals for Part C/FITP?			
Other issues: please describe roles and payment responsibilities of agencies.			

4. Referral Process → Initial visit with family (refer to boxes 1-5 on the IDEA Part C/FITP Child Find/Initial Evaluation Process Chart)			
Activity	Regional EIP/Host Agency	Supervisory Union	Payment Responsibilities
Intake: Who is responsible?			
Who is responsible for assigning Interim Service Coordinator?			
Who is responsible for first family contact?			
What is the host agency procedure for contacting the SU about new referrals?			
What is the SU procedure for receiving contact about new referral?			
Please state your agencies role for participation the initial visit with the family?			
Other issues: please describe roles and payment responsibilities of each agency			

4. Evaluation Planning and establishment of an Evaluation Planning Team (EPT)

(refer to boxes 3-6 on IDEA Part C/FITP Child Find/Initial Evaluation Process Chart)

Activity	Regional EIP/Host Agency	Supervisory Union	Payment
Based on the estimated number of children referred per month and the SU capacity to administer an all domain assessment, please describe how many children referred to Part C are expected to be evaluated by school district and/or host agency personnel?	Estimated # of children per month (see number 3 in this table above for data)	Estimated # of children per month (see number 3 in this table above for data)	Payment Decision based on EPT meeting
The ISC is responsible for coordinating the EPT process i.e., identifying EPT members, their roles and scheduling initial meeting with family/team	Regional EIP/Host Agency is responsible		
Which agency is responsible for conducting the voluntary family needs assessment?	Host agency is primary lead	School district is secondary lead	
Which agency is responsible for the all domain assessment of the child's current levels of functioning in each domain? Note: Multi-disciplinary is two individuals/two different disciplines.			The SU is ultimately responsible for providing the qualified personnel to complete this activity or to pay FITP or other entities to do so.
If a child is eligible for Part C services due to a diagnosed condition (physical or mental) who is responsible for conducting the necessary evaluation?			

<p>If a child is eligible for Part C services due to a diagnosed condition (physical or mental) and the EPT determines that child/family requires an interim IFSP (e.g., child is hospitalized or has medical or other condition that would postpone the evaluation process, while fast-forwarding service delivery) which agency is responsible for implementing the necessary evaluations?</p>			
<p>Which agency is responsible for evaluations after implementation of the development of the initial IFSP?</p>			
<p>Which agency is responsible for any additional evaluations identified as needed by the EPT prior to eligibility determination?</p>			
<p>Please describe steps and procedures for billing purposes. (You may attach a copy of the financial agreement that includes the work specifications to this agreement.)</p>			
<p>Other issues: please describe each agency's roles/responsibilities and payment responsibilities, if any.</p>			

5. Eligibility determination – ISC coordinates this process

(refer to box 8 on IDEA Part C/FITP Child Find/Initial Evaluation Process Chart)

Activity	Regional EIP/Host Agency	Supervisory Union	Payment Responsibilities
ISC coordinates gathering of assessment information for review by EPT members.			
What is each agency's responsibility in determining eligibility?	Personnel will review all necessary assessment information including: health records, observations, all-domain summary report,	Personnel will participate in eligibility meeting via in person and/or written all-domain summary report to support eligibility decision making.	
Other issues: please describe each agency's roles/responsibilities and payment responsibilities, if any.			

6. IFSP development ->ISC coordinates this process (refer to box 10 on IDEA Part C/FITP Child Find/Initial Evaluation Process Chart)			
Activity	Regional EIP/Host Agency	Supervisory Union	Payment Responsibilities
Which agency will be responsible for the development of the IFSP? Describe roles/responsibility of each agency:	host agency required to participate	SUPERVISORY UNION may or may not participate	
Which agency is responsible for coordinating IFSP 6 month reviews and annual meetings in order to determine effectiveness of service delivery and continuing eligibility?			
Other issues: please describe each agency's roles/responsibilities and payment responsibilities, if any.			

7. Making decisions -> about Early Childhood Outcomes entry ratings (ECO)

(refer to box 13 on IDEA Part C/FITP Child Find/Initial Evaluation Process Chart)

Activity	Regional EIP/Host Agency	Supervisory Union	Payment Responsibilities
Which agency is responsible for completing individual Early Childhood Outcome entry ratings?			
When are the ECO ratings typically completed?			
Will the SU be involved in determining outcome ratings? If so, how?			
Where is the data kept on file?			
Other issues: please describe each agency's roles/responsibilities and payment responsibilities, if any.			

8. IFSP implementation

(refer to boxes 10-14 on IDEA Part C/FITP Child Find/Initial Evaluation Process Chart)

Activity	Regional EIP/Host Agency	Supervisory Union	Payment Responsibilities
Which agency is responsible for providing direct services on a child's IFSP?			
Provision of services on the IFSP Based on the number of children counted as receiving early intervention services last year, please describe and provide the anticipated number of children who may be served for the upcoming year.			
If the SU is involved with direct service implementation – Is this an “in-kind” service or is there a billing procedure in place? Please describe. (You may attach a copy of the financial agreement that includes the work specifications to this agreement.)			
Other issues: please describe each agency's roles/responsibilities and payment responsibilities, if any.			

9. Transition from Part C/FITP -> Essential Early Education or other services/early childhood programs

Activity	Regional EIP/Host Agency	Supervisory Union	Payment Responsibilities
What are your agency's goals for the transition process and plan?			
Which agency initiates and coordinates the development of the Transition Plan?			
Transition Planning/Transition Plan			
a) Who will facilitate transition planning for children leaving FITP prior to age three (all reasonable efforts) be done?			
b) Who will facilitate transition planning for children leaving FITP for other services or "aging out" (all reasonable efforts)?			
c) Who will facilitate transition planning for children likely to go on to EEE?			

Transition cont'd			
Activity	Regional EIP/Host Agency	Supervisory Union	Payment Responsibilities
At least 6 months prior to a child's third birthday the Host Agency will provide the SU with written notification for children who are potentially eligible for Part B/Essential Early Education Services:			
a) How will the host agency notify SU of child name, dob and parent contact information (including parents' name, addresses and telephone numbers).			
b) How will SU document receipt of notification?			
c) How will host agency document the notification?			

Transition Cont'd

Activity	Regional EIP/Host Agency	Supervisory Union	Payment Responsibilities
A transition meeting must occur at least 90 days prior to the child's third birthday; a Transition Plan for children potentially eligible for Part B/Essential Early Education Services will be written.			
a) Which agency initiates and coordinates transition meetings?			
b) How will the written notice be provided to all participants?			
IFSP->IEP Transition			
a) The SU must send a representative to the 90 day transition conference; who will typically attend?			
b) Who will typically represent the host agency?			
c) Please list what information (reports, summary updates, medical records, etc) needs to be present during the transition meeting(s) regarding the child's current levels of functioning/their developmental-health-medical status, family needs etc. prior to exit from FITP.			

Transition Cont'd			
Activity	Regional EIP/Host Agency	Supervisory Union	Payment Responsibilities
d) Please check and/or describe possible early childhood placement options available in your district/community for children transitioning to EEE and, for children who may not be eligible for EEE.		<ul style="list-style-type: none"> ? EEE classroom (inclusive of typical peers) ? EEE classroom (non-inclusive of peers) ? Public PreK setting Inclusive Early Childhood Setting (<u>more than 50% of children do not have an IEP</u>) ? Community-based childcare setting ? Title I Preschool ? EEI ? Home ? Other, please describe 	
e) Which agency carries out the transition plan?			

11. Development of IEP			
Activity	Regional EIP/Host Agency	Supervisory Union	Payment Responsibilities
<p>Children who have received on-going early intervention services, for at least 30 days prior to their third birthday, by a FITP developmental educator and/or speech/language pathologist, are considered eligible to receive Part B special education services.</p> <p>The IEP must be developed by the child's third birthday.</p>			
Who provides prior written notice to family and IEP team of initial IEP development meeting?		SU	
Initial IEP meeting – please list individual titles (i.e., EEE teacher, service coordinator, SLP, etc.) will typically represent your agency at the initial IEP development meeting (s)?			
Please describe your agencies protocol for file transfer.	Sender protocol	Receiver protocol	
Will Part C be doing any follow up with child and family within 6 months of transition? If yes, please explain.			
Other			